

Fire Station Building Committee – Meeting Minutes

Date: Thursday January 14th 2021

Time: 4:00 PM

Place: City Webex

Chairs Statement: This meeting is not being recorded, videotaped and broadcasted. If any other persons present are recording, videotaping or broadcasting this meeting you must notify the chairperson at this time.

Citizen Jaydon Grazick and City of Greenfield Recording

Agenda:

1. Call to Order and Roll Call by Chairperson.
2. Approval of Meeting Minutes from December 10, 2020.
3. Temporary Fire Station Subcommittee report, and next action steps.
4. Presentation by Neil Joyce and Dennis Ross.
5. Update by Neil Joyce; outlining use of the budget as we move into the various build outs and construction phases of the projects.
6. Set next meeting date.
7. Vote to go into Executive Session to consider the purchase, exchange, lease or value of real property at Main Street and Coombs Avenue if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
8. Adjourn.

Meeting Called to order at 1600hrs.

Roll Call of Members Present:

Chair Persons Singer & Hawkins, Gregg Diefendorf, John Andrews, Carole Collins, Steve Drakulich, Herb Forgey, Liz Gilman, Amy McMahan, David Moscaritolo, Chief Strahan, Jennifer Stromsten, Jean Wall, Mayor Wedegartner, Marlo Warner, Fernando Fleury, Laura Phelps, Katrina Pacheco, Dennis Ross, Adam Champagne, OPM Neil Joyce

Motion by Strahan 2nd by Mayor to accept minutes for December 10th 2020 meeting. Noted by Singer of improper date of previous meeting, clerk to change. Motion carries.

Temporary Fire Station Update:

David M – Temp bids are coming due, confirming with Neil on envelopes and bid opening process. Starting the 21st the ranking committee will have the weekend to review, we will meet on the Monday to vote on recommendation. Wed 27th to wrap up with full committee on the 28th to complete the bid.

David S – Following the steps of the bid process is somewhat on the honors system, the process is much more fluid.

Reports from Neil and Dennis:

Neil – Most of my update is concurrent with David M.

Dennis – Prefab tents and trailers are out for RFP with addendums going out tomorrow.
Meeting with DPW coming up to go over all details for their site requirements.

OPM Update on Budget:

Chief Strahan – Requesting for a line item of up to \$15K for storage solutions to be able to move equipment and supplies in advance of temporary station. Bare minimum need to secure 2 – 20ft. conex style trailers for storage of hazmat, bulk equipment, loose tools, as well as shelving. Would like to start moving sooner than later.

Neil – working on mobile shredding unit for getting rid of old records.

Liz – financial expenses would get signed off by Neil and finance.

Neil – explains how expenses like this will work throughout the project. Monthly budget reports and periodic audits and reviews with finance department.

Liz, Neil, and Laura discuss how to proceed.

Motion by Jean to set up fund of \$15K specific to moving expenses for the temporary station 2nd by Steve

Discussion:

David M – Do these have to be made off of state bid.

Neil – Under 10k use best practices, over 10k require 3 quotes, and over 25k require a bid.

Strahan – town requires PO for lower amounts so we will follow town policy and state requirements

Mayor – Not sure the body needs to approve these purchases. Town policy covers this.

David S – Now that we're spending money we should get monthly updates

Neil – It is important that all expenses travel through my hands. Myself, Liz and Laura all have checks and balances and we will independently audit periodically.

Vote: Carries Unanimously

Executive Session:

Motion by Butch Hawkins, 2nd by Mayor to enter Executive Session to consider the purchase, exchange, lease or value or real property at Main Street and Coombs Avenue as the Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body. Without returning to regular session. Motion carries unanimously by roll call vote.

Meeting adjourn at 1638hrs

Executive session to begin at 1645